

**Call for Expression of Interest for
SECONDED NATIONAL EXPERTS
Ref. SNE-COMMS-2019**

JOB PROFILE

1. Job Framework

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| Job Title: | SNE – Communications and Events |
| Job Location: | Vienna, European Union Agency for Fundamental Rights (FRA), Communications and Events Unit |
| Area of activity: | Communications and Events |
| Status: | Seconded National Expert |

2. Job Content

Overall purpose:

The Communications and Events Unit is responsible for fostering new narratives on rights by developing effective communication strategies that combine messages on fundamental rights principles with arguments about their relevance. The Unit ensures that FRA activities and outputs are effectively communicated through online and print media, and events. Its key activities relate to content aspects of online communication (web, social media), media relations, speech writing support for the Director, audio-visual products, editing and production of the Agency's deliverables, translations, organisation of conferences, meetings and other events, including the Fundamental Rights Forum.

Functions and Duties:

Under the responsibility of the Head of Unit, the successful candidate will support FRA in setting up and implementing its strategic communications.

The function and duties of the post consist of:

- Drafting and implementing strategic communication plans in relation to the Agency's communication priorities;
- Contributing in shaping FRA's campaigns, events and outputs;
- Strengthening communication with media, with an emphasis on diversifying FRA's outreach by including new, specialised outlets;

- Supporting the drafting, editing and production of FRA products (such as the Fundamental Rights Report, handbooks, In briefs and communication material);
- Coordinating, managing and expanding FRA's network of expert communicators.

JOB REQUIREMENTS

3. Qualifications and experience required

A. Eligibility criteria

Candidates will be considered for the selection phase on the basis of the following criteria to be fulfilled by the deadline for applications:

- Be employed by a national, regional or local public administration or an intergovernmental organisation (IGO), or an independent university or research organisation that does not seek to make profit for redistribution or is in fact part of the public sector;
- Have worked for their employer on a permanent or contract basis for at least 12 months before the secondment and shall remain in the service of that employer throughout the period of secondment;
- Have a university degree, attested by a diploma;¹
- Have at least 3 years of full-time professional experience of administrative, scientific, technical, advisory or supervisory functions gained after obtaining the relevant degree, at a level equivalent to the post;
- Be nationals of a EU Member State;
- Have thorough knowledge of one EU language, and a satisfactory knowledge² of a second EU language.

B. Selection criteria

Candidates selected on the basis of the above eligibility criteria will then be evaluated according to the following selection criteria, which must be clearly specified in the eligibility and selection criteria grid:

- Knowledge and experience with respect to setting up and implementing strategic partnerships in the area of (communicating) fundamental rights;

¹ Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalence certificates issued by authorities in the said Member States shall be taken into consideration. Any equivalence certificate shall be issued by the deadline for applications.

² The knowledge is required at least at B2 level. The assessment at B2 level is done in accordance with the Common European Framework of Reference for Languages (CEFR) (<http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>)

- Knowledge and experience with respect to EU legal and policy provisions in the areas covered by the unit's work;
- A proven ability to draft high quality communication material, by providing a list of published examples in their CV;
- Strong organisational skills and ability to work quickly, multi-task and prioritise;
- Excellent written English and the ability to summarise complex and technical information in layman's terms;
- Proficiency in the use of various MS Office tools (Word, Excel, PowerPoint etc.);
- Excellent communication, organisational and interpersonal skills;
- A flexible approach to working in an interdisciplinary and diverse team that facilitates collaboration and teamwork.

SUBMISSION OF APPLICATIONS

Candidates are requested to submit their application electronically through the Agency's website: www.fra.europa.eu.

Only online applications will be accepted.

An application will be deemed admissible only if it includes:

- a CV in [Europass format](#) (other formats will not be considered);
- a motivation letter (preferably no more than one page);
- a fully filled in eligibility and selection criteria grid.

Information concerning the status of the selection procedure can be found at the following address:

<http://fra.europa.eu/en/about-fra/recruitment/vacancies>

DEADLINE

Applications must be sent no later than 15/05/2019 at 13:00 (Vienna Local time).

Please note that due to the large number of applications we receive, the system may face problems in processing such amounts of data when reaching the deadline for submission of applications. We therefore advise to apply well ahead of the deadline.

In case you experience technical problems during your application please contact, within the above mentioned deadline, the e-mail address below providing an explanation of the issue: recruitment@fra.europa.eu

EQUAL OPPORTUNITIES

FRA urges anyone meeting the eligibility criteria and interested in the position to apply. FRA is an equal opportunities employer and encourages applications without distinction on the basis of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

FRA encourages candidates with disabilities to apply. If you consider yourself to have a physical, mental, intellectual or sensory disability, please tick the appropriate box on the on-line application form and indicate any adjustments or arrangements, relating to your disability, so FRA can ensure your full and equal participation in the interview.

SELECTION PROCEDURE

A Selection Committee is nominated by the Appointing Authority of FRA. Eligibility of candidates will be assessed according to compliance with all formal requirements by the closing date for the submission of applications (please see 3.A. Eligibility criteria).

Only the applications of eligible candidates will be evaluated in accordance with the selection criteria as specified in the publication notice (see point 3.B). The Agency will invite for an interview the top 8 candidates among those who have obtained at least 60 %. The interview will mainly be held in English and it will take place in Vienna (Austria), where the Agency has its seat and where the place of secondment is.

Successful candidates will be included on a reserve list drawn up by the Selection Committee. This reserve list will be proposed to the Appointing Authority of FRA. The Appointing Authority will decide on the establishment on the reserve list. This reserve list will be valid for two years from the date of its establishment (the validity of the reserve list may be extended). The reserve list may be used for future secondment, should vacancies arise. All invited candidates will be informed by letter whether or not

they have been placed on the reserve list. Candidates should note that inclusion on a reserve list does not guarantee secondment.

On the basis of the adopted reserve list, the Appointing Authority of FRA may offer a contract of secondment.

Please note that the Selection Committee's work and deliberations are strictly confidential and that any contact with its members is strictly forbidden.

Due to the large volume of applications, the Agency regrets that only candidates selected for the interviews will be contacted. Applicants are invited to follow the recruitment process on the FRA website.

CONDITIONS OF SECONDMENT

Seconded national experts are staff employed by a national, regional or public administration or IGO, who are seconded to FRA so that it can use their expertise in a particular field. The secondment will be subject to an exchange of letters between the Director of FRA and the representative from the sending employer.

A seconded national expert remains in the service of his/her employer throughout the period of secondment and shall continue to be paid by that employer. The SNE shall be entitled to a daily and monthly subsistence allowance in line with MB Decision 2017/01³.

The initial period of secondment will be for one year, renewable up to a maximum of four years in total. The place of secondment shall be Vienna, Austria, where FRA is located.

DATA PROTECTION

Personal data shall be processed solely for the purpose of the selection procedure.

Please note that FRA will not return applications to candidates. The personal information FRA requests from applicants will be processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by

³ Rules on the Secondment to FRA of National Experts and National Experts in Professional Training:
<http://fra.europa.eu/en/about-fra/recruitment/seconded-national-experts>

the Union institutions, bodies, offices and agencies and on the free movement of such data. This applies in particular to the confidentiality and security of such data.

Should the candidate have any query concerning the processing of his/her personal data, he/she shall address them to the following address:
recruitment@fra.europa.eu.

For further information with regard to the processing of personal data, please see [FRA's Privacy Statement](#).